

**Request for Proposals for  
Services to Furnish & Provide Turnkey Installation of Electronic Kiosks & Software  
City of Gulfport, MS**

The City of Gulfport is requesting proposals from qualified participants and/or firms to provide Services to furnishing and providing turnkey installation of electronic kiosks and software for the City of Gulfport's Small Craft Harbor located in Gulfport, MS.

One (1) original, Five (5) copies and one (1) digitally converted copy of the completed **"sealed"** proposal must be received at the Purchasing Department, 1410 24<sup>th</sup> Avenue, Hardy Bldg. 2<sup>nd</sup> Floor, Gulfport, MS 39501, no later than 10:00 o'clock a.m. local time on March 30, 2012, after which time they will be delivered to the Selection Committee. The packages must be clearly marked "City of Gulfport

Information packages concerning the request for proposals are available from the Purchasing Department, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday. Electronic packages will be available.

Inquiries – all inquiries shall be in writing and directed to the following person. No questions or request for clarifications will be addressed within 10 days of the due date of the proposal.

Direct contact with City departments other than Purchasing, on the subject of this proposal is expressly forbidden.

Connie Debenport – Purchasing Manager  
Hardy Bldg., 1410 24<sup>th</sup> Avenue  
Gulfport, Ms. 39501  
Email: [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov)

A pre-proposal site walk-thru will be held on March 12, 2012 at 10:00 am at the Gulfport Small Craft Harbor. All interested parties are strongly encouraged to attend. The walk-thru will begin at the Comfort Station located at 20<sup>th</sup> Avenue and Hwy 90, Gulfport, MS.

A selection committee will review each proposal based on the below listed grading criteria and will assist the City's governing authority in evaluating the proposals and assessing the most qualified proposal. The governing authority retains the ultimate authority in making these determinations.

The committee may develop a short list from which interviews will be scheduled and evaluations will be based in part on review of ONLY the data submitted in response to this Request for Proposal. Upon final selection and determination made by the City's governing authority, a written contract may be awarded to the individual/firm whose proposal is determined by the governing authority to be the most advantageous to the City of Gulfport.

The governing authority will consider terms and conditions and factors relating to price, financial responsibility, technology, legal responsibilities as well as a bidder's or proposer's "responsibility" concerning matters that relate to the prompt and efficient performance of the contract, including the proposer's honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a bidder's or proposer's customer satisfaction in prior or other contracts or projects, stability, solvency, and

management experience in similar contracts, and any oral interviews with the selection committee. The governing authority may consider any of the factors referenced herein in awarding the contract.

The Selection Committee will review each proposal based on the below listed selection criteria for the evaluation of proposals. The criteria are listed in order of importance. The award will be made on a quality based selection from a review only of data submitted in response to this RFP. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City.

Proposals for this project will be rated according to the following criteria totaling 100 points.

1. Proposer's Experience in equipment operating in a marine environment
2. Cost
3. References
4. Quality and Responsiveness of the proposal.

**Cost shall be included in a separate sealed envelope with the responder's name and the title of the request for proposal clearly indentified on the outside of the envelope.**

The City reserves the right accept or reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.

**Ad date:      02-23-12  
                  03-01-12**

**Send Invoice & Proof of Publication to:**      **Connie Debenport  
Purchasing Manager  
City of Gulfport  
P. O. Box 1780  
Gulfport, MS 39501**